

TRANSPORTATION ASSET MANAGEMENT COUNCIL

December 6, 2017 at 1:00 p.m.

MDOT Aeronautics Building, 2nd Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

MINUTES

**** Frequently Used Acronyms List attached**

Members Present:

Derek Bradshaw, MAR/GLS Region V
Joanna Johnson, CRA/KRCKC – Chair
Bill McEntee, CRA – Vice-Chair
Jonathan Start, MTPA/KATS

Don Disselkoen, MAC
Gary Mekjian, MML
Bob Slattery, MML
Jennifer Tubbs, MTA

Support Staff Present:

Rob Balmes, MDOT
Gil Chesbro, MDOT
Mark Holmes, DTMB/CSS
Josh Ross, DTMB/CSS

Roger Belknap, MDOT, via Telephone
Tim Colling, MTU, via Telephone
Polly Kent, MDOT
Gloria Strong, MDOT

Public Present:

Larry Doyle, MDOT
Rob Green, MDOT

Jeff Forster, FHWA
Keagan Brickey, MDOT

Members Absent:

Rob Surber, DTMB/CSS
Dave Wresinski, MDOT

Brad Wieferich, MDOT

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:02 p.m.. Everyone present was introduced and welcomed to the meeting.

2. Changes or Additions to the Agenda (Action Item):

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda (Action Items):

4.1. – Approval of the November 1, 2017 Meeting Minutes

4.2. – TAMC Financial Report

B. McEntee made a motion to approve the Consent Agenda items; J. Start seconded the motion. The motion was approved by all members present.

5. Correspondence and Announcements – R. Belknap:

5.1. – TAMC Spring Conference, May 22, 2018 in Collaboration with APWA, Traverse City (Action Item)

R. Belknap informed the Council that the Conference Planning Committee have already started lining up presenters for the 2018 Spring Conference. MDOT support staff is requesting the approval for the 2018 TAMC Spring Conference to be held the day prior (May 22, 2018) to the APWA Conference on May 23, 2018 at the Grand Traverse Resort and Spa in Traverse City,

Michigan. D. Bradshaw made a motion to approve the TAMC Spring Conference to be held in collaboration with the APWA Conference in Traverse City, Michigan on May 22, 2018; G. Mekjian seconded the motion. The motion was approved by all members present.

5.2. – Michigan Infrastructure Asset Management Pilot (MILAMP) November 2017 Newsletter (Attachment 3)

A copy was provided in the meeting packet for everyone's information.

5.3. – 2018 Calendar of TAMC and Partner Events, Conferences, and Trainings (Attachment 4)

Support staff provided a list of TAMC trainings and upcoming 2018 conferences to the ACE committee requesting their attendance and support at these events. At some conferences TAMC support staff will only have a booth. J. Start added the Transportation Bonanza Conference on February 8, 2018, to the list for information only. For the County Engineers Workshop TAMC will not have a booth. MTU is assisting with this workshop and will discuss with support staff whether or not to do a presentation. For the Michigan Bridge Conference it was suggested that Rebecca Curtis and Keith Cooper do a presentation on behalf of TAMC; for the MML Capital Conference it was suggested that TAMC have a booth; for MTA Conference it was suggested that Jennifer Tubbs do a presentation on behalf of TAMC; for the APWA Conference TAMC will do a booth and also possibly do a presentation; for the MTPA Conference J. Start will speak with the Education Committee about whether or not TAMC will be able to have a booth and/or do a presentation. D. Disselkoen did not feel it was necessary for TAMC to have a booth or do a presentation at the MAC Legislative Conference in March or the MAC Conference in August. He felt the subjects of the conferences were not relevant to TAMC. CSS has provided the dates and locations for their IRT training sessions to support staff. Support staff will create an updated listing of the 2018 conferences and share with Council members the dates and locations so that Council members can review and select conferences that work best for them to attend on behalf of TAMC.

Action Item: MTU will provide the finalized PASER training schedule to R. Belknap.

Action Item: Support staff will consolidate the training schedules from CSS and MTU, with the list of conferences, and provide to Council members to select dates that will work with their schedules to attend on behalf of TAMC.

5.4. – Michigan Local Technical Assistance Program “The Bridge” Newsletter Article Update

Vicki Sage, MTU staff, will review the IRT article in the near future. The next article will be completed by the Bridge Committee for the first quarter and the ACE Committee will be responsible to write the article for the second quarter. An idea for the article was to promote the 2018 TAMC Spring Conference in conjunction with APWA. The Committees will speak with MTU prior to writing their articles to ensure it is written in the format and addresses the audience that MTU requires. Support staff will assist the committees with writing their articles.

Action Item: Support staff to finalize the IRT article with V. Sage when she returns from medical leave.

Action Item: Bridge Committee to write the next article for the first quarter regarding the Bridge Asset Management Workshop.

Action Item: Ace Committee to write the next article for the second quarter; possible topic will be the 2018 TAMC Spring Conference in conjunction with APWA.

6. Committee Reviews and Discussion Items:

6.1. – Administration, Communication, and Education (ACE) Committee Update – J. Start

6.1.1. – FY 2019 TAMC Budget

The Metropolitan Planning Organizations (MPO's) have just recently updated their work programs with the new TAMC activities and J. Start suggested that the budget not be changed until 2019 to see how the MPOs handle 2018 with their budget and get a better estimate on costs associated with the new TAMC activities. The committee would like TAMC to think about how data can be collected in different ways that will help our local agencies and keep them involved. It was suggested to have a subcommittee work on this. This subject will be added to the TAMC Strategic Planning Session being held on June 6, 2018. The group will look at agencies that have spent less than 80% of their budget. Staff can reach out to them in possibly January to find out what their plans are for 2018. There are approximately 1-6 agencies that fit in this category. It is best to contact them early in the year as opposed to waiting until August when it is too late and we discover they are not spending their allotted funds as anticipated.

Action Item: Support staff to add to the June 6, 2018 Strategic Planning Session agenda other ways that TAMC can collect data and how this may affect our budget.

6.1.2. - TAMC Awards – J. Start

The request for 2018 TAMC Award nominations will be posted on the TAMC Website to encourage people to make nominations for the awards. D. Bradshaw suggested that each TAMC member be required to give two award nominations. It was agreed by the Council that each member must be prepared to bring two award nominations to a specified TAMC meeting after the publicity is sent out. This is to encourage Council members to be active in the solicitation of award nominees. There was a suggestion to use the data that is being collected to help make some selections. It was encouraged to look at organizations as well as individuals. Some agencies have made significant good changes and they should be acknowledged and we should document how they have made those changes. Each Council member is encouraged to share the request for TAMC Award nominations with their respective organizations. The ACE Committee decided to keep the criteria as is for 2018 to keep it as simple as possible as it is already a challenge to get nominations. They will consider changing the criteria in the future. A slide will be added to the nine-slide presentation that Council members give at conferences and trainings regarding the awards. The Council would like a brochure of past award recipients and what they did to get the award created and have them available at each of the conferences that TAMC has booths and does presentations. J. Johnson will assist in creating the brochure. B. Slattery suggested that if anyone is recognized from a region, that the region should also be given recognition. This subject will be placed on future agendas. Support staff will do a press release regarding the TAMC Awards.

Action Item: Each Council member will be responsible to bring two award recipient suggestions to a future TAMC meeting. TAMC Support staff will develop a draft award nomination flyer and include in packet at the next meeting January 3, 2018.

Action Item: Each Council member will share the request for TAMC Award nominations with their respective organizations.

Action Item: Support staff will add an “awards” slide to the TAMC PowerPoint presentation.

Action Item: Support staff will review the data to identify agencies that might be candidates for an award.

Action Item: Support staff will add this to future agendas.

Action Item: Support staff will do a press release regarding the TAMC Awards.

Action Item: J. Johnson and support staff will produce a past award recipient brochure.

6.2. – Data Committee Update – B. McEntee

6.2.1. – Showing Planned Project Data from the Investment Reporting Tool on Public TAMC Interactive Map (*Action Item*)

When you look at the interactive map, which is public, you don't see any of the IRT information that agencies have submitted. The Data Committee is suggesting that TAMC put next year's planned projects submitted in the IRT out on the TAMC interactive map. Most agencies have a 5-year listing in their program. B. McEntee, on behalf of the Data Committee would like the Council's approval to show next years planned project data from the IRT on the public TAMC Interactive Map; D. Bradshaw seconded the motion. The motion was approved by all members present. J. Start feels this will be very useful information for the agencies and public to have. J. Johnson suggested this be well publicized before it occurs. M. Holmes will investigate to see if doing this is within CSS's budget and if they have time to do this, and bring that information back to the Data Committee. A couple of concerns were how to keep the planned projects current and how TAMC can be sure the information in the IRT is accurate.

Action Item: M. Holmes will review the budget to ensure this is something CSS staff has the time and budget to do and report to the Data Committee at their next meeting.

6.2.2. - Status of 2017 PASER Data Collection – B. McEntee/R. Belknap (Attachment 5)

A map showing the completion of the data collection efforts that come from the quarterly/monthly reports and checks from the IRT uploads was reviewed. R. Belknap gave an update on some agencies that have recently submitted their data and is not reflected on the current map. Data collection is going very well and probably better than prior years for the first week of December per B. McEntee. The TAMC regional data collection deadline is December 8, 2017. J. Johnson would like support staff to check the non-federal aid data as well.

J. Ross wanted the Council to decide if they wanted all of the PASER data upload verifications available to any IRT users. The Council only wants the verification feedback to go to the uploader. This needs to be added to the next Data Committee meeting agenda for further discussion.

Action Item: Support staff will add the PASER data upload verification issue to the next Data Committee meeting agenda for further discussions.

6.2.3. - IRT/ADARS Compliance Report – B. McEntee (Attachment 6)

A map of regions that have submitted their PASER data was provided. Thirty-four counties have yet to be approved and nine agencies out of 617 agencies have received an extension. The City of Kalamazoo just submitted their 2016 report last week but it has not been reviewed for compliance yet. The agencies marked in "red" on the document have not reported their data or do not have a user name; they have been sent letters of non-compliance. Agencies such as these do not normally get a lot of ACT 51 funding. It was suggested that support staff and the

regions work with these agencies to help them get compliant. There is strong progress made for 2017.

Action Item: Support staff will work with the regions to encourage non-compliant agencies to become compliant.

6.2.4. – IRT Rewrite Update – M. Holmes/J. Ross (Handout Provided at Meeting)

J. Ross reviewed a handout that he shared titled *IRT 2.3 Updates in Production 12/20/2017*. He reviewed some of the changes that he felt the Council would be interested in. CSS will do a quality control check to make sure all of these changes have gone through successfully. These changes will also be reviewed at the IRT trainings. One of the most noteworthy changes is the PASER ratings transparent colors have been changed/corrected and looks good. Other minor issues were also resolved by CSS. The Council liked the changes. The Council felt that it is not necessary to put these changes out on eGov.

When agencies come into compliance CSS can keep an ongoing list and periodically update the system. CSS is not sure how often they should update the TAMC dashboards and will be bringing this topic to the next Data Committee meeting.

J. Ross wants to look for a better way to receive all the data needed for the TAMC dashboards. CSS would like a direct view/link into the other areas data systems instead of getting the needed information on a spreadsheet. This will be a continuous discussion.

CSS support staff provided a sign-up sheet for Council members to sign up to attend IRT trainings and do a nine slide PowerPoint presentation.

Action Item: CSS will do a quality control check on the changes recently made and share those changes at their IRT trainings.

Action Item: CSS will periodically update the system when agencies come into compliance.

Action Item: J. Ross will collaborate with the people from other areas that send CSS data information for the TAMC dashboards on a better way than a spreadsheet to circulate needed data.

6.2.5. - Dashboard Update – B. McEntee/J. Ross

CSS discovered that agencies are putting names in the system alphabetically differently, such as people are putting in dashes, St. and Saint, Mt. and Mount, using commas, etc. and that changes the data order. CSS is looking at a way for all agencies to enter consistently. CSS will have before the May 22, 2018 TAMC Spring Conference all of the bridge and bridge comparison, and pavement and pavement comparison updates completed. Due to the agencies having different fiscal years this is a moving data source.

Action Item: CSS will have all the bridge and pavement updates completed prior to the May 22, 2018 TAMC Spring Conference.

6.2.6. – Website Update – M. Holmes

CSS support staff met with John Estill on getting all of the past information on the previous Website transferred over to the new Vignette TAMC Website. MDOT support staff noticed that several items were not transferred or were missing and CSS found most of the information in a CSS file and will upload next week. After J. Ross has uploaded all of the

information from the file, he will contact MDOT support staff and review to assure all meeting minutes and information are accounted for on the Website. If not, MDOT support staff will work with CSS to get everything necessary uploaded. CSS will add a “Meeting Minutes” link to the Website that will lead the viewer to one area holding all of the draft meeting minutes, agenda packets, and approved meeting minutes. CSS will also add a link to MTU trainings. Having a link will assure that the viewer will have up-to-date information on MTU trainings. They are also updating the details in the “Events” area of the Website. CSS will get all of these updates done by end of next week.

Action Item: CSS will work with MDOT support staff and get the TAMC Website updated with all past 2017 TAMC full council and committee agenda packets and draft and approved meeting minutes by end of next week.

Action Item: CSS will add a “Meeting Minutes” link to the TAMC Website.

Action Item: CSS will add a link to MTU trainings by end of next week.

Action Item: CSS will continue working to migrate the old information to the new platform.

6.3. – Bridge Committee Update – J. Johnson

The Bridge Committee last met on October 26, 2017, and their next meeting is scheduled for January 25, 2018. There was nothing new to report since last TAMC meeting. The Bridge Committee is aware that they must do the next article for the LTAP “*The Bridge*” Newsletter.

The Bridge Committee will look at anything on the TAMC Work Program that they need to address. MDOT support staff does not feel that they have anything that they need to review.

6.4. – Michigan Center for Shared Solutions – M. Holmes/J. Ross

CSS is getting a new system come September 2018. The vendors are currently in the CSS offices doing the updates getting ready for the change. With this new system TAMC will have new data management tools, data will come into the system differently and be validated differently. CSS will have the ability to do more updates and the public will have more access to the data.

Also see CSS items under 6.2.

6.5. – Michigan Technological University/Technical Assistance – T. Colling

6.5.1. – Training Reports (Attachment 7)

MTU will hold the Asset Management Plan Pilot Workshop in Lansing next Wednesday at MDOT Aeronautics. There are 25 people registered representing rural, city and county people. MTU has been working with that group to get the data entered. If anyone is interested in attending the workshop they must let MTU know right away.

The IBR Webinars are still being finalized.

6.6. – TAMC 2018 Strategic Planning Session, June 6, 2018, Horatio Earle Learning Center

The ACE committee would like to add an agenda item to the June 6, 2018 Strategic Planning Session agenda:

The ACE Committee is interested in creating a subcommittee to review how TAMC can collect data in different ways. They will also need to think about how the collection of this data will affect the budget. The MPOs and RPOs costs are fluctuating and the committee wants to be sure that the regions are given directions about what they can charge to TAMC. Quality control is part of this. P. Kent will discuss this with Dave Wresinski, MDOT, how to ensure that

MDOT's costs are more consistent and predictable. TAMC has in the past given money to local road agencies. Now the local road agencies request additional monies for the collection of local data from their MPO or RPO, if necessary. This change has been addressed in the new Data Collection Policy recently approved.

The Data Committee also had an item that they would like added to the Strategic Planning Session agenda:

They would like to discuss TAMC's involvement with Asset Management Plans. What is TAMC mandated to do with Asset Management Plans? Can TAMC insist agencies create and/or provide TAMC with an Asset Management Plan for their agency? How involved does TAMC want to get with suggesting agencies have an Asset Management Plan or at least a process? What did TAMC state to the State Transportation Commission about Asset Management Plans when we requested the addition \$250,000 in funding?

Action Item: Support staff will add the two items to the Strategic Planning Session agenda.

7. TAMC Work Program Update – P. Kent

The Data and ACE Committees have reviewed and prioritized their tasks from the TAMC Work Program. They each have at least one item that they have started on. Having this on the committee agendas is very helpful. The committees would like feedback as to whether or not support staff can meet assisting with each committee's high priority tasks.

Action Item: TAMC Committees will review their high priority work program items at committee meetings and work with support staff in completing them.

8. Public Comments:

None

9. Member Comments:

J. Johnson participated in regional calls with the regions and support staff. The new Data Collection and Bridge policies were shared. The feedback and calls are very positive and appreciated by the regions. The Council appreciates that support staff have reinstated the regional calls. These calls help clarify any concerns and answer any questions that the regions and staff may have.

B. McEntee noted that the December 27, 2017, Data committee meeting has been cancelled.

B. Slattery made a correction to the conference list. The MML Convention dates are September 20–22, 2018 in Grand Rapids and these dates coincides with Grand Rapid's ArtPrize event.

10. Adjournment:

The meeting adjourned at 2:15 p.m.. The next meeting will be held December 6, 2017 at 1:00 p.m., 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM

BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN

TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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